Indiana Office of Technology
Student Enrollment Form for PC End User Training

STUDENT INFORMATION	***AGENCY CONTACT INFORMATION***
NAME	NAME
AGENCY/DEPT	AGENCY/DEPT
BUSINESS ADDR	BUSINESS ADDR
PHONE & FAX #	PHONE & FAX #
EMAIL ADDRESS	EMAIL ADDRESS
	APPROVAL DATE

* Please note cancellation policy at end of this form.   I.D.BILLING NO (FUND/CNTR#)

APPROVING MANAGER/SUPERVISOR INFORMATION

NAME/Signature   PHONE & FAX #

EMAIL ADDRESS   APPROVAL DATE

Course Title	Days		EXECUTRAIN					PERPETUAL TECHNOLOGIES							
Please note: Executrain combined all 2002 and 2003 classes due to similarity			Click here for Course Schedules					Click here for Course Schedules							
			1st Choice Date	2nd Choice Date	1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date	1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date
OPERATING SYSTEM															
Windows XP Beginning	1	$125													
Windows XP Advanced	1	N/A													
WORD PROCESSING															
Intro to Word 2002 (XP)	1	$125					$117								
Intermediate Word 2002 (XP)	1	$125					$117								
Advanced Word 2002 (XP)	1	$125					$117								
Intro to Word 2003	1	$125					$117								
Intermediate Word 2003	1	$125					$117								
Advanced Word 2003	1	$125					$117								
Word VBA Programming	1	$125													
GRAPHICS															
Intro to PowerPoint 2002 (XP)	1	$125					$117								
Intermediate PowerPoint 2002 (XP)	1	N/A					$117								
Advanced PowerPoint 2002 (XP)	1	$125					$117								
Intro to PowerPoint 2003	1	$125					$117								
Advanced PowerPoint 2003	1	$125					$117								
ELECTRONIC MAIL															
Intro to Outlook 2002 (XP)	1	$125					$117								
Intermediate Outlook 2002 (XP)	1	$125		`			$117								
Advanced Outlook 2002 (XP)	1	$125					$117								
Intro to Outlook 2003	1	$125					$117								
Advanced Outlook 2003	1	$125					$117								
SPREADSHEET															
Intro to Excel 2002 (XP)	1	N/A					$117								
Intermediate Excel 2002 (XP)	1	N/A					$117								
Advanced Excel 2002 (XP)	1	N/A					$117								
Intro to Excel 2003	1	N/A					$117								
Intermediate Excel 2003	1	N/A					$117								
Advanced Excel 2003	1	N/A					$117								
Intro to Excel 2002 (XP)/2003	1	$125					$117								
Intermediate Excel 2002 (XP)/2003	1	$125					$117								
Advanced Excel 2002 (XP)/2003	1	$125					$117								
Excel 2002/2003 Power User	1	$125													
Excel 2002/2003 VBA Programming	1	$125													

DATABASES													
Intro to Access 2002 (XP)	2	$250						$117					
Intermediate Access 2002 (XP)	2	N/A						$117					
Advanced Access 2002 (XP)	1 or 2	$250						$117					
Intro to Access 2003	1 or 2	$250						$117					
Intermediate Access 2003	2	N/A						$117					
Advanced Access 2003	1 or 2	$250						$117					
Crystal Report 10 or 11 Intro	2	$350											
Crystal Report 10 or 11 Advanced	2 or 3	$525											
SQL Querying	1	N/A											
INTERNET/Desktop Publishing													
HTML 4	1 or 2	$250											
HTML 4.01 Web Authoring Lev 1 and 2	1	N/A											
Any Dreamweaver MX	1	$150											
Any Fireworks MX	1	$150											
Any Illustrator 10 or CS	1	$150											
Adobe Acrobat 7	1	$150											
Cold Fusion MX	1	$150											
FileMaker Pro 6	1	$150											
PageMaker 7 Level One	1	$150											
PageMaker 7 Level Two	1	$150											
PhotoShop 7 Level One	1	$150											
PhotoShop 7 Level Two	1	$150											
PhotoShop CS Level One or Two	1	$150											
MS Publisher 2002 Level One	1	$150											
MS Publisher 2002 Level Two	1	$150											
MS Publisher 2003 Level 1	1	$150											
MS Publisher 2003 Level 2	1	$150											
MS Publisher 2002/2003 Lev 1/Lev 2	1	$125											
SharePoint Srvs: Bldg Team Web Sites	2	$300											
Visio Beginning or Advanced 2002	1	$150											
XML: Getting Started	1	$150											
PROJECT MANAGEMENT													
Intro MS Project 2002 (XP)	1	N/A											
Adv. MS Project 2002 (XP)	1	N/A											
Intro MS Project 2003		N/A											
Adv. MS Project 2003		N/A											
Intro MS Project 2002 (XP)/2003	1	$125											
Adv. MS Project 2002 (XP)/2003	1	$125											

Other PC Training needed, list here:

IOT TRAINING SERVICES
STUDENT ENROLLMENT INSTRUCTIONS

PROCEDURES FOR FILLING OUT THE FORM:

STUDENT NAME: Print or type the name of the student who is enrolling in the class.

AGENCY/DEPARTMENT: Please state the agency and the agency department that are requesting training.

BUSINESS ADDRESS: Write the student's business mailing address including City, State, and Zip Code if applicable.

STUDENT PHONE AND FAX NUMBER: Write the student's area code and phone number, also include the student's fax number.

AGENCY CONTACT: The person responsible for signing the students up for PC classes.

AGENCY ADDRESS: Agency contact's mailing address.

PHONE NUMBER: List the agency contact's area code and phone number.

APPROVING MANAGER'S INFO: The information of the person that is authorizing the student to take the class for the agreed cost.

I.D. BILLING NUMBER: Identify the appropriate fund and center number to use for billing this class.

SELECTING CLASSES: Next to each training course is the version of software that will be taught and the cost per course.

 Click on vendor link and look up class schedule. Fill in 1st and 2nd choices in vendor column.

SUBSTITUTION POLICY: If a student is unable to cancel five (5) working days in advance, a substitution will be allowed.

NOTE: Please fill the form out completely. When the form is completed, please mail the completed form to the address listed below.

Indiana Office of Technology
Indiana Government Center North
100 North Senate Ave, Room N551
Indianapolis, IN 46204
Attn: Class Enrollments Jerra Hood (317) 232-5897 or Fax (317) 232-0748

For more information concerning training classes, please call Training Services at (317) 234-HELP option 4   OR

Visit our web site at http://www.in.gov/iot/services/training_services.html

**********Cancellation Policy**********

The Office of Technology reserves the right to change or reschedule classes as needed.

*Students must cancel **5 WORKING DAYS** in advanced or their agency **WILL BE CHARGED** for the class.*